

# STATE MATERIALS ORDER FORM

## Commonwealth of Virginia Health Benefits Program

Use this form to order materials developed by the Department of Human Resource Management (DHRM)

**Revised January 2004**

**Please destroy all prior forms.**

FORMS, BROCHURES, ETC.		Quantity	MATERIALS FOR REPRODUCING		Quantity
T20335	Enrollment Form—Active Employees	Ea.	D12345	Eligibility Rules	<input type="checkbox"/> 1 original
T20334	Enrollment Form—Retirees	Ea.	D12346	Extended Coverage (COBRA) Rules	<input type="checkbox"/> 1 original
T20336	Enrollment Form—Extended Coverage	Ea.	Order Forms	Materials Order Forms for State and Anthem	<input type="checkbox"/> 1 original
D12348	Flexible Benefits Sourcebook	Ea.			

### PLEASE PRINT OR TYPE:

AGENCY/SUB-AGENCY NUMBER \_\_\_\_ / \_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_

NAME (Person Requesting Materials) \_\_\_\_\_ AGENCY NAME \_\_\_\_\_

SHIPPING ADDRESS (Do Not Use P.O. Box\*) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FAX FORM TO: (804) 780-0198**

\* ORDERS ARE NOT DELIVERABLE TO P.O. BOX ADDRESS.

- Materials are also available for viewing or downloading on our Web site: [www.dhrm.state.va.us/compandbenefits.html](http://www.dhrm.state.va.us/compandbenefits.html)
- For specific plan materials, contact the appropriate plan.
- **Questions about your order? Call (804) 354-3904.**